

EMPLOYEE TERMINATION CHECKLIST (05/11)

Administrative Assistant: Email the name of the terminating employee to a HR Administrative Assistant, including the last day of employment.

HR Administrative Assistant: Email the employee's name and last day of employment to AOC Departments on GroupWise List.

Employee Exit Process:	Yes	Date Item Returned Locally	Notify AOC Department
Final Time Sheet and Address for Final Pay Check/W-2			
Update Voice Mail Message/Change Password			
Reimbursements to/from employee (PDA prorated, tuition, etc.)			
Security Access Card, <i>Keep Locally Except Matheson</i>			Matheson – Notify AOC Purchasing Agent to Terminate Card Access and Return Card
Employee Picture ID Card, <i>Keep Locally Except Matheson</i>			Matheson – Return to AOC Purchasing Agent
Keys to Desks, Office, Court Rooms, etc., <i>Keep Locally, Except Matheson</i>			Matheson – Deliver to AOC Purchasing Agent
Motor Pool Gas Card			
Motor Pool PIN Number			AOC Budget to Cancel
Credit Cards:			
Telephone			AOC Budget to Cancel
Purchasing Card and/or State Travel Card			AOC Purchasing/Budget to Cancel
Laptop, Court Manuals, Books, Videos, Briefcase, etc.			
Notary Public Stamp			
Court Owned Vehicle			
Cellular Phone			
Pager			
Juvenile Probation Officer Safety Equipment			
Hand Receipt Book (_____-_____) – Return to Custodian; Hand Receipt Book Inventory			
Cash Change Fund Assigned (portion) –Count and Return to Custodian			
Cash Change Fund Custodian – Count and Transfer Custody			Send Updated Acceptance of Cash Fund Form to AOC Budget
Authorized Trust Account Check Signer			Request AOC Finance to Send Updated Signature Card to Court for Signatures
Authorized Payables Signer			Send AOC Budget Updated Authorized Payables Signatures
Issues Payments using FINET (Expenditures or Juror/Witness)			Notify AOC Budget to Terminate Access
Access to FINET Data Warehouse (Data Queries for Expenditures and Juror/Witness Payment Reconciliation)			Request AOC IT to remove network login and password, which is used to login to Data Warehouse
Access to Juror Management System, BCI, Domestic Violence Network, or On-line Child Welfare			Notify AOC Court Services to Terminate Access